

JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

U-0095/SWS

TO : SA/DCI/SW

DATE: 18 June 1975

FROM : D/SWS

SUBJECT: Personnel Requirements in Support of the SWS

1. Receipt of DI-1 memo U-405/DI-1B of 11 June 1975 that reiterates the intent to formally transfer one each E-5 and GS-7 SWS support staff positions to other DI elements in the near future has caused us to review our own personnel situation at this time.

2. As the SWS organization evolved during the Ad Hoc Working Group deliberations the following support staff was envisioned:

1	0-5	DIA
1	GS-9	DIA
1	GS-7	DIA
1	GS-7	CIA
1	E-6	DIA
1	E-5	DIA

Compared to traditional manning criteria, this may seem an overlarge staff to support ten analysts and myself but the SWS operation is somewhat different in scope. It receives a large volume of communications traffic and performs its own receipt/dispatch/control functions for a large volume of compartmented material.

3. Prior to the activation of the SWS it was decided to reduce support staff manning to:

1	0-4	DIA
1	GS-9	DIA
1	GS-7	CIA (filled by GS-5)
1	E-6	DIA

It was expected that the termination of the NIC courier service and the reduction of the document control load would enable the E-6 to perform most of the incoming



communications traffic sorting and assist the GS-9 and GS-7 with clerical functions. The deleted GS-7 billet was to be transferred to the DI Word Processing Center when that became operational but would be dedicated to SWS requirements. The E-5 billet was deleted and re-assigned to DI-2.

4. Since the establishment of the SWS we have had the luxury of one former NIC Watch Officer from CIA who, with CIA concurrence, decided to serve in the SWS until his retirement on 1 July. He has been occupied full-time with communication handling. In addition to material received directly from parent agencies, a survey showed the SWS receives approximately two-thirds the traffic processed by the NMIC. His departure will be sorely missed.

5. Now that we have been in operation for three months we have a better view of our support requirements.

a. Communications handling has been the problem we feared it would be and I do not foresee any system that will reduce our need below one person fulltime at this task if the analysts are to be properly supported.

b. The administrative demands (receipt, dispatch, control, library maintenance, security) on our one enlisted member have exceeded our estimate, and he has been devoted almost exclusively to these duties.

c. We experimented with word-processing equipment in producing one Monthly Report, and, while it had some utility in that instance, I doubt it will prove of great value in our daily operations. Further the reassignment of our GS-7, who has remained with us pending establishment of the Word Processing Center, will be a further diminution of our support personnel because whatever assistance we obtain from the new center will not compensate for the loss. There will also be a lot of physical running back and forth to the center on the part of our remaining support people.

d. Even though to date we have had one CIA and one DIA member in excess of our ultimate manning, we are already experiencing some difficulty in leave scheduling in order to prevent unacceptable disruption of analyst support. We also have not been able to use the O-4, GS-9 or GS-7 in fact-finding and research duties as I had hoped to do

in the interest of SWS efficiency and their professional development.

6. The foregoing describes the situation as it exists now when we are lacking three of our planned ten analysts. Further, I have been requested by the D/DCI/IC to make recommendations for contingency augmentation of the SWS in crisis situations. The first thing that strikes me is that we would need an increase in the support staff before any additional analysts could be absorbed or before we could operate efficiently on a 24 hour schedule.

7. In short, the CIA watch officer will be sorely missed and our situation will be further aggravated with the loss of the DIA GS-7 position to the Word Processing Center. Accordingly I suggest that you reconsider the reassignment of the E-5 and GS-7 positions. We will, of course, continue to get the job done but it will probably require rotating analysts in the communication handling job.

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Director